Nyumburu Cultural Center
SPACE RESERVATION FORM

Please TYPE or write legibly and submit to:
Nyumburu Cultural Center
Suite 1120, Nyumburu Cultural Center Bldg. #232
Phone: (301) 314 – 7759
Fax: (301) 314 – 9505

Please submit a completed SPACE RESERVATION FORM to
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Phone: (301) 314 – 7759
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All Checks must be made payable to the UNIVERSITY of MARYLAND

Date Submitted: __________________
Applicant’s Fax #: __________
Applicant’s FRS #:__________________

PART I – SPONSOR INFORMATION: Must be TYPED or Printed legibly by Applicant.

Applicant’s Name/Title: __________________________ Org./Dept. ______________________
Event Title/Description: __________________________ Phone # ______________________
Local/Campus Address: ____________________________ E-Mail _______________________
Co-Sponsor Name/Organization (if any): __________________________

EVENT DATE: __________________________ SPACE DESIRED: ____________________
Actual Event Time _______ to _______ Hours Reserved _______ to _______ (Incl. setup/breakdown time)
** (Please put AM and PM with Event Time). Expected Attendance ______________________
Open to: Members Only [ ] Member/Guests [ ] Campus [ ] Registrants [ ] Public [ ]
Speaker/Topic OR Band/DJ ____________________________ Admission Charge: ______________________

PART II – SPECIAL REQUIREMENTS: Completed by Nyumburu Cultural Center Reservation Officer

Concessions Permit [ ] Food? Yes/No/TBA [ ] Catering/Health Permit [ ] Other [ ]
Requirements [ ] Additional Equipment Fee [ ]

AGREEMENT – To be read and understood by the sponsoring organizations at the time of application

The sponsoring group requesting space is financially responsible for all charges for services or damages to facilities or equipment. Permission to use the space on the date and time indicated herein is granted based on information provided. Any changes must be confirmed with the Nyumburu Cultural Center Reservation Officer to maintain the reservation. Final signature by the applicant indicates the willingness to abide by all federal, state, and local laws and regulations of the University of Maryland. The University reserves the right to terminate immediately the privileges for use of the facilities of any individual and/or group, which refuses to comply with University regulations, or which permits conduct considered detrimental to the best interest of the University. The Nyumburu Cultural Center Reservation Office also reserves the right to change space assignments as necessary.

*Sponsoring student group is responsible for their own setup and breakdown if there is no fee; however, if the Center sets up and breakdown there will be a $50.00 charge. A $50.00 cancellation fee will be charged if the Center is not notified within 5 days, a $25.00 charge for student organizations. Nyumburu Cultural Center and its staff are not liable for equipment or personal belongings left in the Center.

SIGNATURE OF APPLICANT ______________ DATE ______________

SIGNATURE OF NYUMBURU CULTURAL CENTER RESERVATION OFFICER ______________ DATE ______________

Events are Confirmed once signed by the Nyumburu Cultural Center Reservation Officer.

Applicant Received Confirmation Name __________________________ Date 9/04

***Student organizations may not reserve space for non-registered student groups, departments, or any off campus group***